

The Arts Club Theatre Company is Western Canada's largest professional theatre company. Now in its 53rd season, this non-profit charitable organization produces and presents year-round at three venues—the Stanley Industrial Alliance Stage, Granville Island Stage, and Goldcorp Stage—as well as on tour throughout the province.

Reporting to the Director of Fund Development, the Special Events Manager is a dynamic, highly motivated, and results-driven individual. S/he will manage various successful fundraising events and initiatives, and will work closely with all members of the Fund Development (FD) team and various members and departments in the organization in order to meet FD's goals and objectives.

DUTIES AND RESPONSIBILITIES

- Develop and manage a portfolio of fundraising events and initiatives (i.e. opening nights, wine fairs, winemaker dinners, raffles, etc.), including the execution all pre- and post-event duties
- Evaluate the strategic direction of events; investigate and pursue ways to add value
- Evaluate budgets and look for ways to increase revenue and opportunities for cost savings
- Develop critical paths, timelines and checklists for successful event execution
- Develop recruitment, promotional and communication pieces
- Collaborate with the Marketing team in managing website pages, publicity and advertising
- Provide stewardship to event participants and donors
- Manage relationships with suppliers, stakeholders and event organizers
- Manage interns and volunteers, providing leadership and guidance
- Identify and solicit prospects for in-kind donations, including silent auction items
- Assist the Manager of Sponsorship and Foundations with securing sponsorship for all events, and support Manager in fulfilling sponsor commitments

QUALIFICATIONS

- Event planning experience and at least 3 years of experience in an events role, preferably in a non-for-profit capacity
- Strong interest in or experience in both events and fundraising
- A multi-tasker and problem-solver with the ability to prioritize assignments in a fast-paced, hectic environment
- Supervisory experience, managing and motivating interns and volunteers
- Exceptional attention to detail and deadlines
- Excellent interpersonal, oral and written communication skills
- Proficiency in Microsoft Office, email marketing, and social media platforms
- A passion for the performing arts, especially in theatre, is an asset

This is a permanent full-time position, 40 hours per week, Monday–Friday, 9 AM– 5:30 PM. Some evenings/weekends required. Please submit cover letter, stating salary expectations and resume by **Friday, January 20th, 2017.**

Arts Club Theatre Company, c/o Human Resources

BMO Theatre Centre, 203-162 West 1st Avenue, Vancouver, BC V5Y 0H6

Contact Name: Ms. Teddy Forsyth | Contact Email: humanresources@artsclub.com

We thank all who express interest in this position, however, only those selected for an interview will be contacted.